

**New Jersey Department of Health and Senior Services**  
**INSTRUCTIONS FOR SUBMISSION OF SPECIMENS FOR RABIES EXAMINATION**

*Complete a separate form for each animal submitted.  
Please fill out the form legibly.*

**IMPORTANT NOTICE**

Specimens submitted for laboratory testing are restricted to those animals that have bitten or exposed a human or domestic animal, or to surveillance specimens approved by the local health department (all animals) or a veterinarian (domestic animals only).

State and local governments are not responsible for costs associated with specimen preparation or delivery unless prior arrangements for payment have been made with the proper government authorities.

**Packaging for Transport**

1. Specimens must be packaged properly and should be placed in a watertight container such as a heavy plastic bag tied at the neck of the bag. This will prevent the specimen from falling out during transport or at the lab. This plastic bag should in turn be placed in a leak proof, unbreakable container. **DO NOT FREEZE SPECIMENS.**
2. The space between the two containers should be packed with cold packs. **NO ICE IN PLASTIC BAGS.** Ice melts very quickly, especially during the hot summer months. The specimen should be in a separate container from the cold packs.
3. If the animal is larger than a squirrel (e.g., muskrat, dog, raccoon, etc.), **ONLY THE HEAD OF THE ANIMAL** will be accepted for examination.
4. Bats may be submitted alive, however, if so, they must be packaged in an escape proof, unbreakable container (i.e., coffee can with a tight fitting lid) and labeled: **"CAUTION-LIVE BAT."**
5. A Request for Rabies Examination (VIR-16) form **MUST** be completely filled out with all pertinent information, including the **town or city** or **Lines 7, 9, 10, 13, 15 and 23. IMPORTANT:** If no town or city is provided indicating where the specimen came from, **THERE WILL BE NO RESULT FAXED OUT.**
6. Do not attach **THE FORM** with tape, staples, string, etc., to the package. The form should be folded carefully and placed in an **ENVELOPE** and **SECURELY ATTACHED** (tape, staples, string) to the outside of the package. **REMEMBER:** These forms are now faxed with the results. Damaged forms (wet and then dried, crinkled, torn, etc.) will not fax properly.
7. If the form is to be placed inside the package, it is highly recommended that it be placed in a separate zip-loc baggie and placed between the outer package and inner package.

**Delivery of Specimens to:**

New Jersey Department of Health and Senior Services  
Public Health and Environmental Laboratories  
Health and Agriculture Building  
Corners of Market and Warren Streets  
PO Box 360, Trenton, New Jersey

Private delivery services can be used to deliver specimens, but they must be sent directly to the Rabies Laboratory for arrival on non-holiday weekdays. Specimens should be packaged in insulated containers to maintain refrigerated temperatures during transit.

**Delivery During Normal Hours, Monday through Friday between 8:30 AM and 4:00 PM**

Specimens should be delivered directly to the basement of the Health and Agriculture building via the loading dock area, John Fitch Plaza, located on South Warren Street, Trenton.

Persons delivering specimens should stop at the Guard House on South Warren Street leading to the loading dock area of the Health and Agriculture Building. There, they will be directed down the ramp to the loading dock. On the loading dock there is a door to the right of the double entry doors. There is a sign for receiving specimens and a buzzer with an intercom. Persons should press the buzzer on the intercom to contact laboratory security for acceptance of specimens. A security officer will greet the person and accept the specimen.

**Weekends, Holidays, and Weekdays after 4:00 PM and before 8:30 AM**

Turn into the large parking lot adjacent to the Health and Agriculture Building (a square office building connected by walkways to a round laboratory building) from either Warren or Market Streets; proceed to the main entrance between the two buildings; ring bell at the entrance to the office building; a security guard will assist with specimen submission. For assistance, please contact the answering service at (609) 392-2020.

Request for Rabies Examination (VIR-16) forms can be obtained from the New Jersey Department of Health and Senior Services by contacting Central Services at 609-292-5481. There is no charge for these forms. If your supplies are running low, forms can be obtained on the Internet at [www.nj.gov/health](http://www.nj.gov/health) (click on Health Topics A-Z, click on "R" then click on "Rabies").